

## MINUTES OF SEA CLIFF VILLAGE BOARD

February 7, 2011

The meeting of the Incorporated Village of Sea Cliff was held on Monday, February 7, 2011 at 7:30 p.m. at Village Hall to discuss various Village matters.

Present: Bruce Kennedy, Mayor  
Carol Vogt, Village Trustee  
Thomas Murphy, Village Trustee  
Thomas Powell, Village Trustee  
Brian Stolar, Village Attorney  
Marianne Lennon, Village Clerk  
Dan Maddock, Village Assessor  
John Mirando, Director of DPW

Absent Peter Hayes, Village Trustee

Trustee Vogt moved Abstract No. 2251 in the amount of \$547,425.83. Seconded by Trustee Murphy and unanimously approved by those present. Trustee Vogt moved Abstract No. 2252 in the amount of \$ 93,066.85, seconded by Trustee Powell and unanimously approved by those present. Trustee Vogt moved Abstract No. 2253 in the amount of \$ 61,080.76, seconded by Trustee Murphy and unanimously approved by those present.

On a motion by Trustee Vogt, seconded by Trustee Powell, the Board Minutes of January 10, 2011 were unanimously approved by those present. On a motion by Trustee Vogt, seconded by Trustee Murphy, the Board Minutes of January 18, 2011 were unanimously approved by those present.

On a motion by Mayor Kennedy, seconded by Trustee Murphy and unanimously approved by those present, the Board consented to the times and dates identified by Olives by the Sea in accordance with the terms of the cabaret license.

On a motion by Trustee Vogt, seconded by Trustee Murphy and unanimously approved by those present, the Board approved the expenditure of up to \$10,000 for the repair of a vent for the diesel fuel tank located at the Department of Public Works.

The Board discussed traffic regulations surrounding the North Shore Elementary School, and the Board's liaison will discuss this with the school.

Trustee Murphy offered the following resolution for adoption:

### **RESOLUTION NO. 6, YEAR 2011**

**RESOLVED**, that the Board of Trustees shall hold a meeting on Tuesday, February 15, 2011 at 8:00 p.m. at Village Hall, 300 Sea Cliff Avenue, Sea Cliff, New York, for the purpose of holding a public hearing on the following: to solicit proposals for housing and community development projects that the Village should undertake during the 2011-2012 program year.

Trustee Murphy moved the adoption of the foregoing resolution, seconded by Trustee Vogt and unanimously approved by those present.

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Mayor Kennedy offered the following resolution for adoption:

**RESOLUTION NO. 7, YEAR 2011**

**RESOLVED**, that 125-27 Parking Permits be amended as follows:

- A. No person shall enter, park or permit to remain standing, attended or unattended, any motor vehicle in the Boulevard Parking Lot at any time, unless such person shall first have obtained from the Village Clerk of the Village of Sea Cliff a parking permit for such parking lot.
- B. Application for such permit shall be made by or on behalf of the owner of the motor vehicle, on such forms as shall be prescribed by the Village Clerk; and be it further

**RESOLVED**, that 125-61. (Schedule O): of the Village Code be amended to add the following:

Name of Street	Side	Hours	Location
Boulevard	Both	9:00 p.m. to 6:00 a.m.	From Cliff Way to the westerly property line of the Boulevard Parking Lot
Boulevard	Both	11:30 p.m. to 6:00 a.m.	from the western entrance of the Boulevard Parking Lot to the Glen Cove Line
Boulevard Parking Lot		8:00 a.m. to 10:00 a.m., Thursday	all defined parking areas (by permit only)

and be it further

**RESOLVED**, that Section 125-61 (Schedule O) of the Village Code is modified by repealing the following restrictions:

Name of Street	Side	Hours	Location
Boulevard	Both	9:00 p.m. to 6:00 a.m.	From Cliff Way to the easterly property line of the Boulevard Parking Lot
Boulevard Parking Lot		10:00 a.m. to 2:00 a.m., Thursday	all defined parking areas (by permit only)

And be it further

**RESOLVED**, that the Village Foreman be and he hereby is directed and authorized to post suitable signs to reflect the regulation contained herein; and be it further

**RESOLVED**, that the regulations contained herein shall take effect immediately upon the posting of suitable signs.

Mayor Kennedy moved the adoption of the foregoing resolution, seconded by Trustee Powell and unanimously approved by those present.

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Trustee Murphy offered the following resolution for adoption:

## **RESOLUTION NO. 8, YEAR 2011**

RESOLVED, that the Board approve the Court Audit for year ending May 31, 2010, as prepared by Richard Klenkel, CPA.

Trustee Murphy moved the adoption of the foregoing resolution and seconded by Trustee Powell. All present voted in favor of the motion and the Resolution was duly adopted.

Mayor Kennedy offered the following resolution for adoption:

## **RESOLUTION NO. 9, YEAR 2011**

### **VILLAGE OF SEA CLIFF**

### **CREDIT CARD USE POLICY**

#### **Cardholder Responsibilities:**

1. Credit cards are to be used only if the merchant or vendor will not provide an invoice to the Village and will not accept a purchase order from the Village.
2. All credit card purchases are subject to the Purchasing Policy of the Village of Sea Cliff.
3. A credit card may be used for the purchase of goods or services only for official business of the Village of Sea Cliff.
4. While the credit card may be issued in the name of the cardholder, the credit card is the property of the Village of Sea Cliff.
5. Credit cards shall not be used for personal purchases. Use of a credit card for personal purchases or expenses of any kind, with or without the intention of reimbursing the Village, is prohibited. Any such purchases shall result in personal liability to the cardholder, and an immediate loss of credit card privileges.
6. The employee or officer using the credit card must submit written receipts, documentation detailing the goods or services purchased, cost, date of purchase and the official Village related explanation thereof. Such information must be submitted to the Village in duplicate. Submission of such duplicate information must be made to the Village Clerk's office no later than 5 days after the use of the credit card for such purchase.
7. If the credit card holder is unable to obtain proper documentation, the cardholder must provide a written statement that includes a description of the item, date of purchase, merchant or vendor's name, and an explanation for the missing support documentation.
8. The credit card holder is responsible for its protection and custody and shall immediately notify the Village Clerk's office if the card is lost or stolen.
9. Credit card users must notify vendors that the credit card transaction should be exempt from New York Sales and Use taxes if used to purchase goods or services in New York State.
10. If a return or exchange is necessary, the cardholder shall be responsible for such return or exchange. Upon such return or exchange, only a credit card credit may issue. No cash or store credit refunds are permitted.
11. Failure to abide by the terms of this policy or other misuse of the credit card may result in loss of the card by the cardholder, as well as personal liability for any purchases not in compliance with this policy. In addition, the Village may take appropriate disciplinary action, including termination of employment.
12. Upon termination of employment for any reason, the cardholder must immediately surrender the credit card. Failure to return the card prior to the last day of such employment may warrant the withholding of any final compensation due the cardholder.

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Card will be issued to Arlene Nevens, Library Director, and Marianne Lennon, Village Clerk/Treasurer. Cards will be obtained from the Office of General Services of the State of New York Executive Department.

Mayor Kennedy moved the adoption of the foregoing resolution, seconded by Trustee Powell and unanimously approved by those present.

Trustee Vogt offered the following resolution for adoption:

**RESOLUTION NO 10, YEAR 2011**

**RESOLVED**, that the Mayor be authorized to sign an agreement with Glen Animal Hospital, Inc. to furnish to the Village, services for impounding and euthanasia of dogs under the provision of law in accordance with regulations of NYS Department of Agriculture and Markets.

Trust Vogt moved the adoption of the foregoing resolution, seconded by Trustee Murphy and unanimously approved by those present.

On a motion by Trustee Vogt, seconded by Trustee Powell, the Board went into Executive Session at 11:20p.m. to discuss legal issues.

On a motion by Trustee Vogt, seconded by Trustee Powell, the Board came out of Executive Session at 11:50 p.m.

Meeting was adjourned at 11:54 p.m.

Marianne Lennon  
Village Clerk